To: Chair Ravel and Commissioners Eskovitz, Garrett, Montgomery and Rotunda

From: Tina Z. Bass, Chief, Administration Division

Subject: Administration Division Report

Date: March 2, 2012

On March 1, 2012, the first phase of a new cleaner and more accessible website was released. The intent was to make information more accessible and easier to locate. This first phase is primarily structure of the website, restructuring existing pages for more efficiency, a cosmetic update and an enhanced search function. We will continue revisions to the website over the next few months.

We have experienced some staffing changes. Following is a listing of hires and separations since the previous report:

NEW EMPLOYEES

AD	ΜI	N

Robert Vaughn	02/01/12	Associate Information Systems Analyst
Fiona Duong	02/27/12	Student Assistant

TECHNICAL ASSISTANCE

Tina Nezrab	03/01/12	Staff Services Analyst
Emily Bowden (RA)	01/04/12	Staff Services Analyst
Myrna Gilbert (RA)	01/24/12	Office Technician
Brianne Kilbane	02/01/12	Student Assistant
Christina Lueras	02/16/12	Student Assistant
Christina Fujii	03/05/12	Student Assistant

ENFORCEMENT

Lee Myers 03/05/12 Limited Term Special Investigator

SEPARATED EMPLOYEES

Daniel Martinez 12/13/11 Admin

Emily Bowden	12/30/11	Technical Assistance
Mary Josephine Tobola	01/06/12	Technical Assistance
Maria Luisa Menchaca Dagmar Wheeler (RA)	02/10/12 01/27/12	Enforcement Enforcement

NEW INTERNS

Emiko Burchill (Executive Fellow) Stephen Avis Bradley Morrow Jose Mendoza Jason Perez Elia Ibarra

SEPARATED INTERNS

Alisha Heilman Bridgette Gallagher Danielle Brown Dayna Bryant Janelle Yanssens Jennifer Reimer Julia DeVos

Marina Mankaryous